

Instructions – AIS Project Task Detail Form

The Project Task Detail Form opens up in the editing state, which requires you to add each task. The form looks like this when it is first opened.

The screenshot displays the Montana Grants and Loans web application interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add (circled in red), Delete, Edit, and Save. Below this is the 'Application' section for 'Application: 24441 - AIS 2015 Hester Tester'. It lists details: Program Area: DNRC, Funding Opportunity: 21776 - DNRC 2015 AIS Grant Program, Application Deadline: 03/16/2015, and Requested Total: \$5,000.00. The 'Timeline' section features a table with columns: Task Name, Task Project Description, Task Budget, Project Task Start Date, and Project Task Completion Date. The Task Budget column shows '\$0.00'. Links for 'Mark as Complete' and 'Go to Application Forms' are present. The footer includes the mt.gov logo, contact information, and copyright notice for Dulles Technology Partners Inc.

Task Name	Task Project Description	Task Budget	Project Task Start Date	Project Task Completion Date
		\$0.00		

This form is intended to provide a snapshot of the project tasks and related deliverables, budget, and timeline. The project description form should be used to provide a detailed discussion of the project location, history, scope, tasks, expected benefits, and coordination.

To complete this form, use the “ADD” button (circled in red above) to add each task for your project. Number each task, and also include the task description budget amount (grant funds and match funds) for that task and the start and end date for each task. Here is a list of common tasks:

- Project planning & preparation
- Surveying/monitoring
- Pre-treatment monitoring
- Post-treatment monitoring
- Lab Analysis
- Contingency
- Project management (not to exceed 10% of total project cost)

Following are examples of the edit mode to add a task and an example of a completed Task Detail Form.

Editing Mode Screen



Grants and Loans

[Menu](#) | [Help](#) | [Log Out](#) | [Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Application

Application: 24441 - AIS 2015 Hester Tester

Program Area: DNRC

Funding Opportunity: 21776 - DNRC 2015 AIS Grant Program

Application Deadline: 03/16/2015

Requested Total: \$5,000.00

Timeline

Please Describe Task

Task Name*
Task Project Description*

Purchases

Task Budget*
Project Task Start Date* 
Project Task Completion Date* 

[Return to Top](#)



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Completed Task & Timeline Example



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 **Application**

Application: 24481 - XYZ Project
Program Area: DNRC
Funding Opportunity: 21776 - DNRC 2015 AIS Grant Program
Application Deadline: 03/16/2015
Requested Total: \$8,000.00

Timeline [Mark as Complete](#) [Go to Application Forms](#)
Click the "Add" button in this section to list each project task.

Task Name	Task Project Description	AIS Task Budget	Match Funding	Project Task Start Date	Project Task Completion Date
Task 1: Project Planning & Prep	Hire survey crew, purchase supplies, permitting	\$500.00	\$700.00	05/01/2015	06/02/2015
Task 2: Surveying	Contracted services.	\$4,000.00	\$0.00	06/29/2015	08/31/2015
Task 3: eDNA lab samples	Prepare and send samples to lab for analysis. Approx. 10 samples at \$35/sample	\$3,500.00	\$500.00	08/31/2015	09/10/2015
Task 4: Project Management	Report preparation, contractor selection & oversight, final report & project close	\$0.00	\$800.00	05/01/2015	10/01/2015
		\$8,000.00	\$2,000.00		

Last Edited By: Stephanie Hester-Tester, 01/08/2015



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Notice the “Requested Total” in the upper part of the form shows the total dollar amount the project is requesting from DNRC. This amount does not include match funding. When you are done with the form click on “Mark as Complete”.